

Administrative - Internal Use Only

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COMPT 77-1328

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DD/A Registry
File Appropriations & Budget

MEMORANDUM FOR: Administrative Officer/DCI
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT : Funding Requirements - FY 1977 and FY 1978

1.(A/IUO) At the Comptroller Meeting on 19 August, approval was granted for each of the Directorates to apply savings/surpluses in FY 1977 funds to fund unfunded requirements that had been identified at that time, with the understanding that we would look at the situation again in September. We will need current information for the September review.

2.(A/IUO) By noon on 12 September, we will need:

- a. final estimates of savings/surpluses for both personal and non-personal services funds,
- b. current status of commitments, and
- c. remaining unfunded requirements that could still be funded before 30 September if funds were available.

3.(A/IUO) Last fall, at the beginning of FY 1977, we took action to fund unfunded requirements before operating plans for the year were put fully into effect. We believe that action relieved significantly the problem of dealing with unfunded requirements during the year, and eased the year-end funding problems confronting us now. We propose to take the same approach this year at the beginning of FY 1978.

4.(A/IUO) If you have not already done so, you are requested to identify requirements for new positions that have developed since the Program Review and that have not been satisfied in your FY 1978 Operating Plan as it is reflected in the FY 1978 column of your FY 1979 OMB Budget. In addition, you are requested to identify unfunded requirements in two categories:

- a. Hard Requirements - bills that must be paid, such as public utilities, State reimbursements, guard services, etc.; relocation of an installation required by political unrest, natural disaster, expiration

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of a lease, etc.; other actions where the option not to do them exists but is not viable - such as renovation of space to meet reorganization requirements, [REDACTED]

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- b. Other Requirements - anything that doesn't fit in one of the categories described in a. above; those actions where the option not to do them clearly exists and is viable.

5.(A/IUO) We will deal only with "hard" unfunded requirements for FY 1978 now. "Other" requirements will be dealt with from month to month as we go through the year, but only after we have satisfied all "hard" requirements that we may choose not to fund now, or that may develop after we have funded all hard requirements now known. Funds to fund unfunded will be taken from:

- a. funds budgeted, but in excess of needs;
- b. funds available as a result of program deferrals and terminations;
- c. funds available as a result of sacrificing lower priority items;
- d. pro rata shares of non-personal services funds assessed against components, or
- e. the Reserve for Contingencies.

6.(A/IUO) In addition to identifying your unfunded requirements, you are requested to identify sources of funds in categories a, b, and c above sufficient to fund all of your requirements, hard and other. Funds and requirements will be treated in an Agency context, although directorates probably will be requested to fund their own requirements to the maximum extent possible. If funds identified are insufficient to meet all requirements, directorates will be assessed a pro rata share of the difference, taking into full account amounts and sources identified as potentially available; Directorates identifying the most will be assessed the least.

7.(A/IUO) Information requested in paragraphs 4 - 6 above should be submitted to this office by close of business 21 September 1977.

[REDACTED]
James H. Taylor
Comptroller

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